



Assess your OSH Investigation Preparedness

Meeting Minimum Requirements of the Health and Safety in Employment Act 1992	Yes	No	Unsure
Do you provide and maintain a safe working environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are procedures are developed for all likely emergencies and people are informed and trained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is equipment set up safely and people trained in its safe use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you identified and controlled (eliminate, isolate and minimise) significant hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you systematically review significant hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you provide personal protective clothing and equipment? Train employees on its location and safe use? and adequately maintain the same?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you treat volunteers, loan staff and people on work experience as employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you informed your employees of emergency procedures, hazards, how to minimise harm to themselves and others, where to find and how to use personal protective equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you induct, train and supervise employees so that they are not harmed? and record the training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are your employees actively involved in all aspects of health and safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you maintain a register of accidents, which do harm or COULD have harmed people, in your workplace? and investigate all serious harm accidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In cases of serious harm, do you freeze the scene (except to prevent harm or suffering, maintain an essential service or prevent serious loss/damage of property)? notify OSH? and forward a serious harm report?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have procedures in place to ensure that others (visitors, public etc) are not harmed in your workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have procedures in place to ensure that contractors, subcontractors and the contractor's employees are not harmed in your workplace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Investigation Procedures	Yes	No	Unsure
Do your procedures outline the process to follow in an OSH Investigation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is everyone aware of their rights and responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have access to experienced people to assist you to prepare for an OSH investigation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>